Step 1: Follow this trail: **Home >> Administration >> Reports Console**

Step 2: Type in Organization in the search text and hit search.

Step 3: Choose Organization Report – Training Progress.

Step 4: Click on select.

Step 5: Click the plus sign beside the appropriate organization. For state it will be Department of Social Services and for local agencies it will be Department of Social Services – External.

Step 6: If you are reporting for a local agency, click the plus sign beside the appropriate region for which you are pulling date.
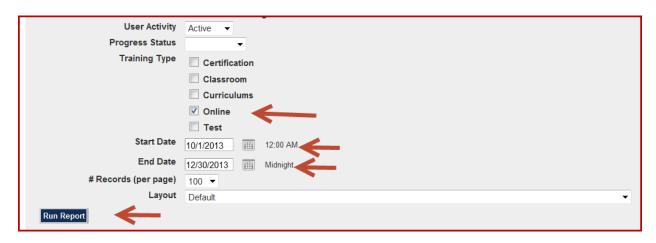
Step 7: Put a check in the box adjacent to the organization you are requesting.

Step 8: Choose Online and the appropriate state and end date for the data you are requesting. Then click run report.

Step 9: Once the report populates, you can export the report to excel.